

GDPR INFORMATION CLAUSE

In accordance with the Regulation of the European Parliament and of the Council (EU) 2016/679 of April 27, 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC - hereinafter referred to as "GDPR", we would like to inform you that:

1. **[Data Administrator]** The administrator of your personal data ("**Administrator**") is Europejski Property spółka z ograniczoną odpowiedzialnością with its registered seat in Warsaw, 13 Krakowskie Przedmieście, 00-071 Warsaw, entered into the register of entrepreneurs kept by the District Court for the Capital City of Warsaw in Warsaw, 12th Commercial Division of the National Court Register under the number KRS 0000923434.
2. **[Contact with the Administrator]** The Administrator may be contacted at the following e-mail address: office@europejski.pl and in writing to the above-mentioned address of the registered office – with the annotation "*Personal Data Protection*".
3. **[Source of origin, data category, purpose and grounds for processing]** The processed categories of your personal data are data that come directly from you (or have been provided on your behalf, in particular from your employer, client who indicated you as representatives or persons for contact) or personal data that have been obtained from publicly available sources, in particular: name and surname, correspondence address, e-mail address, contact telephone number. Personal data may be processed for the purpose of sending commercial information, Christmas cards etc., invitations, in order to maintain regular contact, pursuant to art. 6 (1) (a) or (f) of the GDPR.
4. **[Recipients of personal data]** We ensure the confidentiality of your personal data and limit its processing by other entities. However, due to the need to provide us with an appropriate organization, we may provide our subcontractors, i.e. entities whose services we use, to process certain personal data. In particular to entities providing the Administrator with the following services: IT, accounting and financial, courier and postal, delivery, legal and telecommunications services. Furthermore, CCTV footage may be made available only to state authorities authorized under the law (e.g. police, prosecutor's office, courts) and entities providing protection services for persons and property and the Hotel operator – on the basis of appropriate contracts.
5. **[Data storage period]** Please be advised that personal data will be processed for the period necessary to achieve the goal, but no longer than to object to the processing of personal data for this purpose or until the consent is withdrawn (if the legal basis for data processing is consent, and not the legitimate interest of the Administrator). CCTV footage is stored for a maximum period of three months, unless the video surveillance recording constitutes evidence in the proceedings or the Administrator has received information that it may constitute evidence – then until the final conclusion of the proceedings, unless nothing else results from the provisions of applicable law.
6. **[Rights of data subjects]** You have the right to:
 - a) access your data and receive a copy of it,
 - b) rectify (correct) your personal data,
 - c) make restrictions on the processing of personal data,
 - d) delete of personal data,
 - e) file a complaint to the President of the Personal Data Protection Office,
 - f) object at any time to the processing of personal data in order to implement the legitimate interests of the Administrator.
7. Your personal data will not be transferred to a third country / international organization and will not be subject to automated decision making in this profiling.